

Start	6MO	1YR	2YR	3YR
\$ 14.82	\$ 15.72	\$ 16.62	\$ 16.97	\$ 17.33



## Accounting Assistant

The **Grant County Highway Department** is recruiting for an Accounting Assistant. This position performs complex clerical and fiscal duties including the maintenance and reporting of financial, statistical and personnel data requiring considerable attention to detail and accuracy.

**Minimum Qualifications:** Associate Degree in Accounting; cost accounting training preferred; two years experience in bookkeeping or accounting work; two years experience with computers and associated financial software (spreadsheet, data bases and word processing); experience with highway accounting activities (cost accounting) preferred. Note: Equivalent combinations of education and/or experience may be considered.

**How to Apply:** A [Grant County Employment Application](http://www.co.grant.wi.gov) and [job description](#) may be obtained at [www.co.grant.wi.gov](http://www.co.grant.wi.gov) or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required.** Application must be on file, completely filled in, no later than **4 p.m. on October 17, 2014** to:

**Grant County Personnel**  
111 S. Jefferson St.  
PO Box 529  
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer (AA/EEO)**. All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*

## **GRANT COUNTY JOB DESCRIPTION**

**TITLE:** Highway Accounting Assistant

**DEPARTMENT/ AGENCY:** Highway Department

**IMMEDIATE SUPERVISOR:** Office Manager

**PAY RANGE:** Non-Represented

**FLSA:** Non-Exempt

### **NATURE OF WORK**

This position performs complex clerical and fiscal duties including the maintenance and reporting of financial, statistical and personnel data requiring considerable attention to detail and accuracy.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

1. Associate Degree in Accounting
2. Cost accounting training preferred

#### **Experience:**

1. Two years experience in bookkeeping or accounting work
2. Two years experience with computers and associated financial software (spreadsheet, data bases and word processing)
3. Experience with highway accounting activities (cost accounting) preferred

Note: Equivalent combinations of education and/or experience may be considered.

#### **Knowledge, Skills and Abilities:**

1. Knowledge of accounting principles, methods and practices including cost accounting
2. Familiarity with office/business practices and standard office equipment
3. Skill in performing complex mathematical computations and ability to recognize errors
4. Ability to follow oral and written instructions
5. Ability to comprehend and utilize computerized accounting software
6. Ability to maintain accurate records
7. Ability to communicate effectively with the general public and work effectively and harmoniously with others
8. Analytical and organizational skills

### **ESSENTIAL FUNCTIONS**

Under general supervision

1. Prepare department payroll using associated financial software as well as data entry, verification and coding
2. Maintain daily labor and equipment costs
3. Examine and audit invoices, vouchers, and supporting documents preliminary to approval for payment
4. Maintain subsidiary records such as payroll records and inventory controls
5. Prepare monthly reports including trial balances and statements
6. Prepare yearly Highway financial report
7. Prepare year end Highway closing

8. Compute incidental labor and small tool calculations
9. Prepare quarterly fuel consumption report for State
10. Classify new equipment according to State standards
11. Prepare year end State required surveys used for State reimbursements
12. Prepare correspondence for county and state accidents
13. Ability to communicate with peers from other counties and state officials relative to problem solving in connection with accounting details
14. Make journal entries to appropriate accounts
15. Maintain employee personnel data
16. Compiling and reporting wage and benefit information and tracking paid time off for each employee to ensure the data's accuracy
17. Perform routine clerical and typing tasks
18. Answer phones, greet visitors and provide information to clients/public
19. Maintain records and prepare reports using associated software programs
20. Record, receipt and enter monies collected as well as prepare deposits
21. Prepare worker's compensation and county accident claims
22. Attend annual State training
23. Perform such other duties as may be assigned.

#### **SUPERVISION RECEIVED**

General and specific assignments are received and work is performed according to prescribed methods and procedures.

#### **SUPERVISION EXERCISED**

May supervise limited term employees or student workers.

#### **ENVIRONMENTAL FACTORS**

Works in general office setting. May be exposed to noise and some fumes from adjacent shop area. Dexterity in moving, picking up objects and operating office equipment is required.

#### **CLOSING STATEMENT**

This description has been prepared to assist in evaluating duties, responsibilities and skills of this position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed. It is understood that the supervisor has the right to assign, direct, and modify duties and responsibilities.

Revised 09/05/2012